

## Survey Research Operations

# **Supervisor Forum**

May 9, 2013 1 – 3 pm

# 2013 Performance Appraisal Process

Survey Research Operations - Survey Research Center - Institute for Social Research

# 2013 Performance Appraisal Process Supervisor Next Steps

# What should <u>Supervisors</u> be doing now?

- Review the key job responsibilities for your direct reports
- Add additional key job responsibilities if needed (requires Unit Director review).
- Create individual forms
- Meet with your direct reports
- Attend help sessions as needed

# 2013 Performance Appraisal Process Employee Next Steps

# What should **Employees** be doing?

- Review self-appraisal form
  - Key job responsibilities
  - Behavioral competencies
- Complete form
  - Enter information in Section A
  - Rate their performance in key job responsibilities and behavioral competencies
  - Enter goals



# 2013 Performance Appraisal Process Timeline

- 4/29 All SRO message sent from SRO Admin announcing the start of Performance Appraisal process for 2013.
- 5/6 5/24 Self-appraisal due to supervisors
- 5/13 6/28 Employee and supervisor meet to review self-appraisal; discuss performance highlights. (This may vary a bit by unit)
- 6/13- 6/28 Performance appraisals with a minimum of three professional goals written by supervisor. (This timeline may vary a bit by unit.)
- 6/25- 7/27 Meetings held between supervisor and employee to review and sign performance appraisal.
- 7/30 7/31 Signed original and one copy of performance review documents (Performance Appraisal and Self-Appraisal) to Nancy Bylica for SRO personnel files.
- 7/30 7/31 SRO Director signs final copy for personnel records.



# 2013 Performance Appraisal Process Questions to the Forum

Q: For jobs with steps and evaluation forms with key job responsibilities that do not differ across steps, I'd like to hear more about how the steps should be taken into account during this year's evaluation process.

**A:** The job grids address **competencies**. While the key job responsibilities may be the same, the level and complexity expected at each step will differ. You should rate based on the expectations for the employee's current step and responsibilities.

# 2013 Performance Appraisal Ratings Scale

N	Not Met	Employee has consistently not met job expectations



A	Approaching	Employee shows inconsistent
		demonstration of key responsibilities or
		behavioral competencies.



dreamriime.com

S	Solid	Employee is "on target" – capable, effective and provides value for the
		organization.



E	Exemplary	Employee far exceeds expectations



### 2013 Behavioral Competencies

SRO is integrating a set of competencies around how we work together effectively. This is an important element of how we do our jobs, work together and meet our clients' expectations.

#### **Engaged and invested**

Displays responsibility, thoughtfulness, responsiveness, and a positive focus.

#### **Organizational Stewardship**

Demonstrates awareness of and support for the unit's capabilities and mission.

#### **People Effectiveness**

Builds positive interpersonal relationships; demonstrates effective skills when working with others.

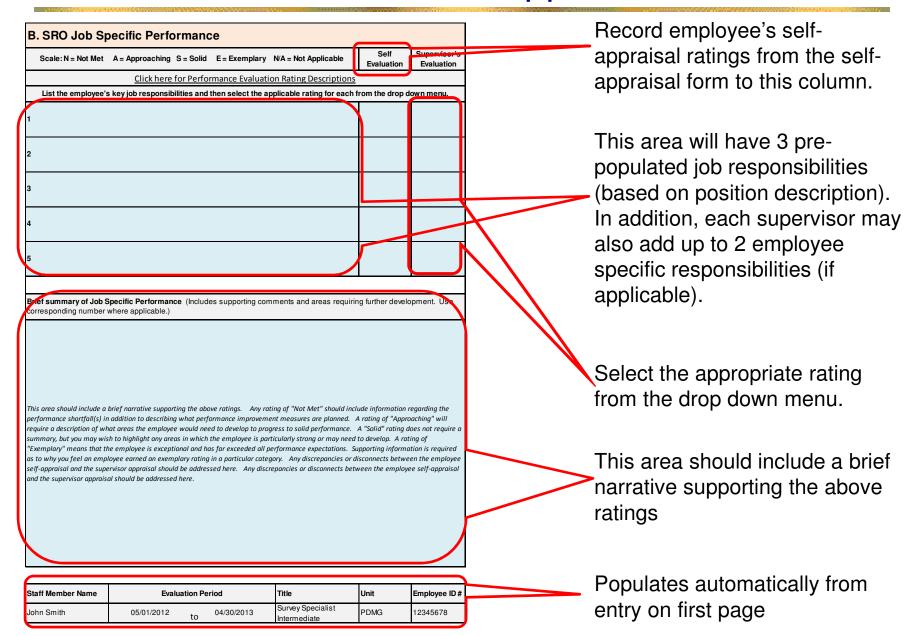
#### Collaboration

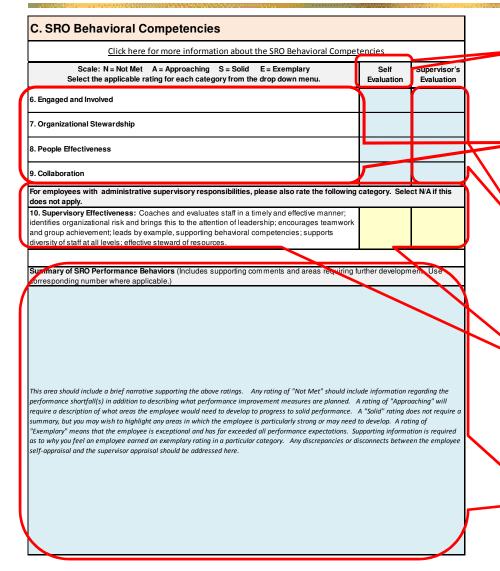
Evokes cohesion in and across work groups, building and maintaining rapport and cooperation with coworkers to meet project and unit deliverables.





A. Employee I	nformation				
Evaluation Period	05/01/2012	to	04/30/2013		
Employee Name	John Smith	Employee ID Number	12345678		Complete basic
Title	Survey Specialist Intermediate	Unit	PDMG		employee information
Supervisor	John Test	In position less than 1 year?	✓ Yes No		employee information
Overall Emplo	oyee Rating				
	eeded expectations for his/her job during the	past year.			
☐ Yes	☐ No		,		
lf you checked "No," p	please attach a written explanation.				
Dorformonoo	Communication Checklist				
	supervisor. Please check all that apply	_			
_	onversation has occurred.	•			
	appraisal is attached.				These items will be
	appraise is accommod.				completed near the
A a len a vela d'un					end of the process -
Acknowledge	ment				more on this later.
Employee's Signature	* <u>-</u>	Date:		. /	
Manager's Signature:		Date:			
Higher Authority					
Signature (if required)		Date:			
* The signature of the	employee serves as acknowledgement of the is agreement with the		t necessarily mean that there		





 Staff Member Name
 Evaluation Period
 Title
 Unit
 Employee ID #

 John Smith
 05/01/2012
 to
 04/30/2013
 Survey Specialist Intermediate
 PDMG
 12345678

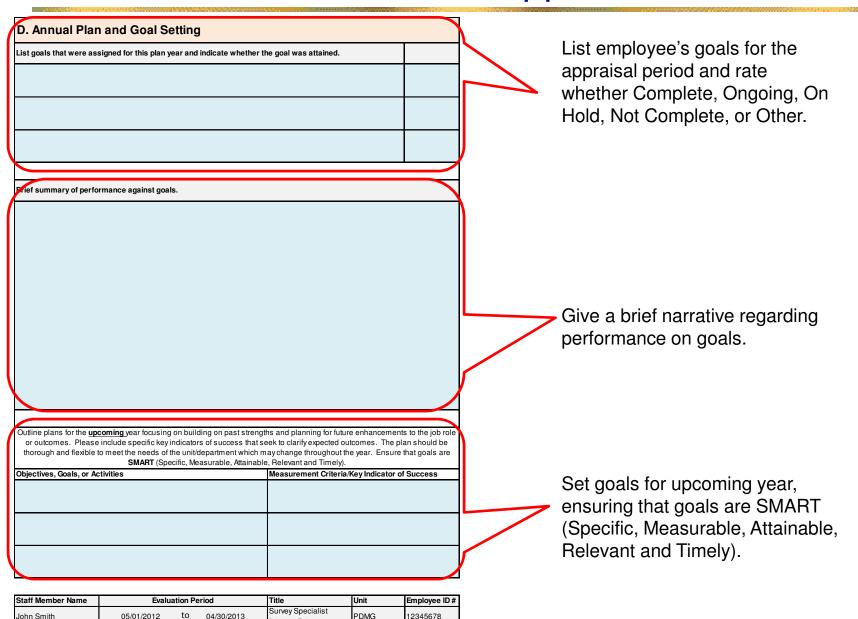
Transfer employee's self-appraisal ratings from self-appraisal form to this column.

This area contains the core behavioral competencies (prepopulated).

Rate each SRO behavioral competency by selecting a rating from the drop down menu.

From the drop-down menu, select a rating for **Supervisory Effectiveness** for each employee with administrative supervisory responsibilities. Select N/A if this does not apply.

This area should include a brief narrative supporting the above ratings.



12345678

John Smith

05/01/2012

to

04/30/2013

ntermediate

#### A. Employee Information 05/01/2012 **Evaluation Period** to 04/30/2013 John Smith 12345678 **Employee Name** Employee ID Number Title Survey Specialist Intermediate **PDMG** Unit In position less than 1 Supervisor John Test ✓ Yes ☐ No vear?

Overall Employ	ee Rating			
Employee met or exceed	led expectations t	for his/her job during the p	ast year.	
☐ Yes	□ No			
If you checked "No," plea	ase attach a writte	en explanation.		
Performance Co	ommunicat	ion Checklist		
To be completed by su	pervisor. Pleas	e check all that apply:		
☐ Performance conv	ersation has occu	urred.		
☐ Employee self-app	raisal is attached	l.		
Acknowledgem	ent			
Employee's Signature*:			Γ	Date:
			_	
Manager's Signature:			г	Date:
manager o orginalite.			_	
Higher Authority Signature (if required)				Date:
				Mate.

The signature of the employee serves as acknowledgement of the above process. It does not necessarily mean that there is agreement with the appraisal.

#### Now that the rest of the form is complete, time to revisit the first page...

All ratings are consolidated into a rating of **Yes** (met or exceeded expectations) or **No** (does not meet expectations).

- If an employee's performance ratings are primarily Approaching, Solid, or Exemplary, it is expected that the employee would receive a Yes for his or her overall rating.
- A consultation should occur with your manager and/or Human Resources prior to issuing an overall rating of No.

Complete the performance discussion with the employee, sign and date the form and have the employee sign and date the form.

- Guidelines for writing text:
  - Be concise and clear
    - Don't write more than you need to
  - Be specific
    - Give examples where you can
  - Be direct
    - State exactly what you expect (or expected)